

A G R E E D M I N U T E S
of the
WEST CHILTINGTON NEIGHBOURHOOD PLAN COUNCIL MEETING
held on
Monday 14 October 2013
in the Parish Office in Church Street at 7.30pm

Present

Muriel Astley
Amanda Apps, WCPC
Anne Bush
Fran Davis
David Foard
Judy Fryer
George Glibbery
Norman Kirby
William Marsden
Mo Mall WCPC

Clive Needham
Jane Needham WCNP Secretary
Harvie Steele, Chair, WCPC, Interim Chair
WCCPC
Phil Tapsfield
Tony Thomas, Parish Clerk
Robert Thornton WCPC
Denis Wright WCPC

Apologies

Gillian Bradbury
Sarah Fooks
Michael Jackson

Mike Phillips
Dennis Tyler, Vice Chairman, WCPC
Hilary Willoughby

1. Minutes of Last Meeting

These were agreed and will appear on WCPC website and WCV Website. There was some discussion about the need to keep Parishioners informed as to the function of the newly formed WCNPC, what it is doing and why it is necessary.

Action - Jane and Tony

Discussion then moved on to including WCNPC information in the next WCPC Newsletter, due out at the end of this month/beginning of November and putting meeting minutes on the website. Tony Thomas said that is important to keep the community advised of what we are doing, as consultation is a very important component of the NP.

Action - Tony assisted by Jane

2. Status of Area Designation Form and Map

No response from HDC yet to the submission of our formal application that the whole of WC Parish be covered by the NP. Tony had been asked to supply additional information in the form of a Supporting Statement. (See attached.) HDC had also provided a map of the Parish (also attached). If the submission is accepted by HDC it will be publicised in The County Times, followed by a six week period in which comments can be made. It was noted that Category 2 status only applies to the built up area, not the rural area.

3. Draft Project Plan

Norman Kirby had very kindly put together a Draft Project Plan covering what work needs to be done; how it was going to be tackled; who was going to do it; and by what date(s). His draft was based around the guidance document handed out at the first WCNPC meeting on 30th September. His work has given a clear framework to add to and amend as necessary.

The timeline in this draft culminated with 'Mid-late 2015 → Submission of NP to HDC → Referendum → Implementation. The long lead time was questioned and it was agreed after discussion that the timeframe should be for completion of the NP by mid 2014. Harvie pointed out that the NP cannot be completed ahead of HDC's work on their Planning Framework strategic plan, as it has to dovetail with it. However, it was felt by many of those attending that WCNPC work should be started and progressed as quickly as possible. Until HDC finalise their plans it will not be possible to complete the integration of the NP with the district requirements.

It was again pointed out that the NP will influence much more than just new homes within the Parish.

Tony Thomas emphasised how much public consultation has to take place. Sufficient time has to be allowed for responses from the community. In order to keep the momentum going it was suggested that we aim to complete the work by the middle of next year. It was noted that Storrington is already undertaking its consultation. Tony Thomas also expressed the hope that perhaps an 'NP in process' will hold some sway with Inspectors, and that WC is not under any immediate pressure for additional homes (as far as is known).

Norman Kirby asked if we need to do the Housing Needs Survey again. Apparently this is an on-going piece of work and the Parish is expected to revise it every 5 years. The last one was completed in 2008 so this revision is now due. Category 2 Status says the PC must know what the local housing need is. Sites are already being put forward for future development, which the PC needs to look at to evaluate suitability.

It was decided to set up a Working Party consisting of David Foard, Jane Needham and Mo Mall to push to get the HNS done by Christmas. The previous questionnaire would be used, with some modifications. It was decided to do this in-house (rather than spend money), with some IT assistance from HDC, in order that responses could be made on-line where possible, using SurveyMonkey or similar, rather than an all paper return, which is slow and which people are less likely to complete. Phil Tapsfield will check with HDC if they have IT people who can do a SurveyMonkey for us. Also Judy offered to place a drop-off box at the Post Office, (where the computers can also be used) and perhaps people can be on hand to assist Parishioners to do the survey on-line.

***Action David, Mo & Jane HNWP – look at previous questionnaire and revise;
Phil liaise with HDC IT
Tony-email out previous questionnaire***

The information collected in the 2011 Census information could be invaluable; put it together with the information that will be gathered in the 2013 HN Survey and it gives us the information that we need (type of households; numbers of occupants; age of children; type of home (semi/detached/bungalow), for future projections. Clive volunteered to analyse the 2011 Census information, to see what he could get from it. Tony would check with HDC to see if they already hold information parish by parish.

Action - Clive 2011 Census WP

Action Tony

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Returning to the Draft Project Plan, and the importance of reflecting local issues and actively communicating with Parishioners, it was noted that apathy has been a problem in the past. Various ways of engaging with people and gaining their attention and input were discussed, and it was concluded that a combination of meetings and presentations at convenient times would be necessary for all.

Robert voiced concerns that we were rushing things, and suggested that we formally adopt the Project Plan and the dates contained therein. However, others felt that the Mid- to Late 2015 timescale was too long, so the PP was formally adopted with a fluid timescale. By mid 2014 the progress of HDC's plan will be known and the WCNP will be nearly completed. Norman pointed out that the Sub Groups should run concurrently to ensure a timely completion of the entire exercise.

It was felt that another Sub Group should start a revision of the Village Design Statement, as it is out of date and the Planning Inspector has said it did not represent the opinions of the Village (much muttering at this, as much hard work and consultation had taken place). Robert said that we should not put in anything that we know the Inspectorate have dismissed. Tony said that the Planning Framework on which this work was based has been superseded. Factors that affect rural areas still stand, but matters of Planning need to be checked that they are up to date (HDC can assist with this). Judy, Fran and Robert offered to start on this work. Julian Carrington (HDC NP Advisor is a good first port of call).

***Action - Village Design Statement Review Sub Group -Judy, Fran, Robert
Action -Tony will liaise with Julian Carrington/HDC***

Muriel asked if a Village NP has been accepted anywhere. The four already approved nationally are cities or urban areas, so there is no 'village blueprint' for WC to follow. However, when the NP is completed HDC will appoint a Planning Inspector who has to agree it. It will then go out for consultation to West Chiltington residents and as long as at least fifty percent of those responding agree it, then the NP will become part of Planning Law and will provide some protection from unwanted development

Harvie checked that the three Sub Groups should start on their work and report back to WCNP at the next meeting. Meetings may have to relocate to the Village Hall in the future if more people get involved.

4. Any Other Business.

Tony reported that Celtique Energie had written to WCPC offering reassurance that they are not proposing to undertake hydraulic fracturing at their site in Broadford Bridge and indeed they do not have planning permission to do so. They are expecting a commercial gas find, not shale gas. There has been oil extraction in Storrington for many years, which most people are unaware of, and reference was also the huge Wytch Farm development in Dorset, which is discreetly hidden by a coniferous forest, which is virtually unknown.

Date of Next Meeting.

Monday 18th November, 7.30pm in the Parish Office, Church Street.

(Agenda items to Jane by noon Monday 11 November, please,
regrets to Tony or Jane)

These minutes have been accepted 21/10/13

Harvie closed the meeting at 9.02pm.

Glossary

HDC - Horsham District Council

WSCC - West Sussex County Council

WCPC - West Chiltington Parish Council

WCNPC - West Chiltington Neighbourhood Plan Council

HNWP – Housing Needs Working Party

HNS – Housing Needs Survey

WC - West Chiltington